

CB

4/7/59

STAT



makes "special  
runner runs!"

?

CB - what is this?

(runner with  
Mail & runner  
job)

4/21/61

LG:

At next AMAOG bring up  
subj of "Press Releases &  
How They are Handled in  
Other Orgns!"

HS

MHC

2308

AGENCY MANAGEMENT ANALYSIS OFFICERS GROUP

NEXT MEETING

Date: 25 May 1961  
Time: 11:45 a.m.  
Place: Treasury Department Cafeteria - Room B

AGENDA

The main topic on the agenda will be on Source Data Automation. This is an area that has been emphasized in Navy, GSA, and several other agencies. Several management personnel from agency staffs have attended either Navy or GSA courses on SDA, but it is thought a brief outline of basic concepts would be useful for the AMAOG group. Ev Alldredge will lead the session.

SUMMARY OF 27 APRIL MEETING

Bill Rapp of BOB led a discussion on the Management Clearing House File being established by the Bureau of the Budget. The discussion covered the purposes of the file and means for making it a useful reference source. Each should have received copies of BOB Circular No. 53, on the Management Clearing House File, which has been issued since the April meeting.


The following were in attendance:

Philip Schmidt, NSF  
Tom Baxter, FTC  
Harvey Martens, Navy  
Victor Cavagrotti, Air Force  
Raleigh F. Steinhauer, Air  
Force  
John Finlator, GSA  
Harold A. Stone, Army  
W. B. Hurd, HHFA  
Wm. F. Rapp, BOB  
A. S. Hodgson, NASA  
Mark M. Kirkham

W. K. Holl, D. C. Gov't  

Charles A. Sterman, GSA  
Tom Kouzes, Labor  
James Pfiester, SBA  
James H. Stover, Treasury  
Arthur B. Jebens, Interior  
J. L. Loftus, Agriculture  
David T. Stanley, DHEW  
John E. Walsh, USIA  
Jim Greenwood, DHEW  
Jack Beecher, AEC

STAT

  
E. D. DWYER  
President, AMAOG

Cliff Carlstedt

C. A. B.

Code 12-8 x 761

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CAB Board

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Grace M.  
Miss Biermann, Chief Public Info. Sec.

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Worked This system out with  
press representatives.